

## NEOGOV PERFORMANCE EVALUATION PROGRAM

### GETTING STARTED:

1. You will receive an email from **NEOGOV**, instructing you to activate your Perform account. A user name and password are required. Your user name is your County email address: Firstname.Lastname@goracine.org
2. Go to: **neogov.com**. Follow the instructions on how to create your password, and save it in a secure place at your workstation. When logged into **NEOGOV**, place your mouse over **\*OHC\*** (upper left hand corner). Select **\*PERFORM\*** from the drop down menu.
3. You will receive an evaluation each year, coinciding with your anniversary date of hire or your latest promotion date. When your evaluation is ready for you to sign, you will receive a **NEOGOV** notice, asking you to log in and sign your evaluation. Wait for your manager to meet with you to go over your evaluation with you prior to signing it.
4. When you **\*Sign\*** your evaluation, you are acknowledging receipt of it. You must **\*Sign\*** your evaluation. Your evaluation can be printed if you desire a copy of it.

### MY DASHBOARD:

1. When you log into **Perform**, you will go to **\*My Dashboard\***. When it is time for you to sign your evaluation, you will see an **\*Approval\*** task under **\*My Tasks\***. The name of the task will be **\*2015 Performance Evaluation\***, or something similar.
2. In **\*My Tasks\*** you will see a **\*Checkmark\*** on the right side. Click on the **\*Checkmark\***. Your evaluation will appear. Your manager will go over your evaluation with you.
3. In the lower right-hand corner you will see your signature in electronic format. To **\*Sign\*** your evaluation, click **\*Submit\*** in the upper right-hand corner. The status of the evaluation will change to **\*Completed\***.  
**\*NOTE:** You are able to type in comments before signing, if desired.

### \*\*\*CHEAT SHEET – EMPLOYEE SIGNATURE:

1. Your manager will review your evaluation with you.
2. Go to **neogov.com**, log in, place your mouse over **\*OHC\*** and select **\*PERFORM\*** from the drop down menu.
3. See your **\*Approval\*** task in **\*My Tasks\***, and click the **\*Checkmark\***. Make comments on your evaluation if desired. Click **\*Submit\***.